



Arlington Finance Committee

Date: Monday, January 29, 2024.

Time: 7:30pm.

Location: O'Neill Community Room, Public Safety Building, 112 Mystic Street, Arlington, MA.

Minutes

Attendance: Christine Deshler, Joshua Lobel, Christopher Heigham, Dean Carman, Michael Ruderman, Charles Foskett, David McKenna, Sophie Migliazzo, Alan Jones, Darrell Harmer, Rebecca Younkin, Annie LaCourt, Grant Gibian, Peggy Bliss, Carolyn White, Jordan Remy (remote) and Tara Bradley (Secretary).

1. 10/5/2023 Minutes: motion to accept minutes passed with 12 in favor and two abstaining (Ruderman and Bliss).
2. 10/17/2023 Minutes: motion to accept minutes passed with 13 in favor and one abstaining (Ruderman).
3. Scheduling: discussion on budget review scheduling and upcoming visits from other committees and town officials.
4. Finance Committee.
 - a. VOTE: motion to accept \$11,848 Finance Committee Total passed unanimously.
5. Select Board.
 - a. VOTE: motion to accept \$266,520 Select Board Taxation Total passed unanimously.
 - b. VOTE: motion to accept \$78,000 Accounting and Auditing Total passed unanimously.
6. Zoning Board of Appeals.
 - a. VOTE: motion to accept \$78,723 Zoning Board Total passed unanimously.
7. Town Clerk.
 - a. VOTE: motion to accept \$304,086 Town Clerk Total passed unanimously.
8. Elections: Town Clerk anticipates FY24 budget to be too low with likely need for transfer.
 - a. VOTE: motion to accept \$278,704 Elections Total passed unanimously.
9. Board of Registrars.

- a. VOTE: motion to accept \$73,733 Registrars Total passed unanimously.
- 10. Legal: Community Preservation Act is providing funding for repairs to Jarvis House.
 - a. VOTE: motion to accept \$504,428 Legal Taxation Total passed unanimously.
- 11. Planning & Community Development.
 - a. VOTE: motion to accept \$655,539 Planning Taxation Total passed unanimously.
- 12. Redevelopment Board.
 - a. VOTE: motion to accept \$12,800 Redevelopment Board Total passed unanimously.

| Budget | Total | Status | Date | Votes |
|--------------------------------------|--------------|---------------|-------------|--------------|
| Finance Committee | \$11,848.00 | Approved | 1/29/2024 | 14-0-0 |
| Select Board | \$266,520.00 | Approved | 1/29/2024 | 14-0-0 |
| Select Board – Accounting & Auditing | \$78,000.00 | Approved | 1/29/2024 | 14-0-0 |
| Zoning Board of Appeals | \$78,723.00 | Approved | 1/29/2024 | 14-0-0 |
| Town Clerk | \$304,086.00 | Approved | 1/29/2024 | 14-0-0 |
| Elections | \$278,704.00 | Approved | 1/29/2024 | 14-0-0 |
| Board of Registrars | \$73,733.00 | Approved | 1/29/2024 | 14-0-0 |
| Legal | \$504,428.00 | Approved | 1/29/2024 | 14-0-0 |
| Planning & Community Development | \$655,539.00 | Approved | 1/29/2024 | 14-0-0 |
| Redevelopment Board | \$12,800.00 | Approved | 1/29/2024 | 14-0-0 |

Meeting adjourned at 10:00 pm.

By Tara Bradley.

Reference 1: FY2024 FinCom Budget and Salary Page Reprint

Reference 2: FinCom 6.58% \$550 Increase Budget Change Question Email Bradley

Reference 3: FinCom Budget Discrepancy Follow Up Email Magee

Reference 4: Municipal Clerk Salary Survey

| | 2023 Actual | 2024 Budget | 2025 Budget | \$ Change | % Change |
|---|----------------|----------------|----------------|-----------|--------------|
| 0113181 FINANCE COMMITTEE SALARIES | | | | | |
| 5100 SALARIES & WAGES | 7,675 | 8,353 | 8,353 | 0 | 0.00% |
| 0113181 FINANCE COMMITTEE SALARIES | 7,675 | 8,353 | 8,353 | 0 | 0.00% |
| 0113182 FINANCE COMMITTEE EXPENSES | | | | | |
| 5299 OTHERWISE UNCLASSIFIED | 1,904 | 3,495 | 3,495 | 0 | 0.00% |
| 0113182 FINANCE COMMITTEE EXPENSES | 1,904 | 3,495 | 3,495 | 0 | 0.00% |
| FINANCE COMMITTEE TOTAL | 9,579 | 11,848 | 11,848 | 0 | 0.00% |

| FY 2025 SALARY DETAIL | | | FY2025 | | | | | | FY2024 | FY2025 | | | | | |
|-----------------------|----------|-------------------------------|--------|------|-------|------|------|--------|--------|---------|---------|-------|------|-----------|-------|
| FINANCE COMM | Previous | Job | FTE | BU | Grade | Step | Step | Min | Max | New Pay | New Pay | Base | Step | Longevity | Total |
| BRADLEY | | ADMIN ASSIST/EXECUTIVE SECRTY | 0.20 | OFNU | 1 | 0 | | 34,163 | 44,068 | 5,853 | 5,853 | 5,853 | 0 | 0 | 5,303 |
| | | FINANCE COMMITTEE MEMBERS | | NONE | | | | | | 3,050 | 3,050 | 3,050 | 0 | 0 | 3,050 |
| TAXATION TOTAL: | | | 0.20 | | | | | | | 8,903 | 8,903 | 8,903 | 0 | 0 | 8,353 |

RE: FinCom 6.58%/\$550 Increase in Salaries



Alex Magee

To: Tara Bradley

Cc: Christine Deshler; Alan Jones



Mon 1/22/2024 8:17 PM

Start reply with:

Sounds good, thanks!

Sounds good to me.

Thanks for the update.

Hi Tara,

To follow up on my note from earlier - we have indeed budgeted the \$550 twice; last year, we reduced \$550 from the salary line and added it to the expense line, as you noted. This year, we have it added to expenses but did not make a corresponding reduction in the salary line. I will discuss with Gale and Julie on how best to reconcile this going forward, I think it something that was missed when preparing the departmental budget. Additionally, what I said earlier RE COLAs remains true – a COLA will be applied and the salary line adjusted accordingly once we have a townwide COLA pattern we can apply to non-union employees.

Thanks,

Alex

From: Tara Bradley <tbradley@town.arlington.ma.us>

Sent: Monday, January 22, 2024 6:34 PM

To: Alex Magee <amagee@town.arlington.ma.us>

Cc: Christine Deshler <christinedeshler@hotmail.com>; Alan Jones <jones@carr-jones.com>

Subject: FinCom 6.58%/\$550 Increase in Salaries

Hi Alex,

Hope you're doing well.

Dave McKenna from the committee noticed a \$550/6.58% increase in the salary line for the FinCom budget. That is the exact amount that is paid to the Recording Secretary which for the past couple fiscal years has been me. On the Salary Detail page, there is no increase between FY24 and FY25 (it's \$8,903 for both) but the 0113181 Finance Committee Salaries is showing the increase.

Was this due to some accounting adjustment? I thought that the \$550 Recording Secretary stipend had already been added in in previous years. Wanted to check on this. Thanks!

Sincerely,

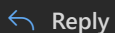
Tara

Tara Bradley

Executive Secretary to the Arlington Finance Committee

Email: tbradley@town.arlington.ma.us

Cell: 802-673-2782



Reply



Reply all



Forward

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 Close

Follow Up

Alex Magee <amagee@town.arlington.ma.us>

Thu 1/25/2024 4:50 PM

To: Sophie Migliazzo <smigliazzo@town.arlington.ma.us>

Cc: David Mckenna <dMckenna@town.arlington.ma.us>; Tara Bradley <tbradley@town.arlington.ma.us>; Christine Deshler <cdeshler@town.arlington.ma.us>

 1 attachments (633 KB)

FY2025 FinCom Budget and Salary Page Reprint.pdf;

Hi Sophie and Dave (and Christine and Tara),

I have printed 3 hard copies of the attached. I removed the \$550 stipend, as we discussed it was budgeted in both expenses and salary costs. The new (for now) appropriation amount is \$11,848, which will ultimately be a little lower than what the final appropriation will be once COLAs are applied.

Also, YTD we have spent \$875 of our FY24 out of state travel account in the Town Manager's office. I thought that number was a little bit higher so I will verify and follow up.

Thanks and talk soon,

Alex



Alex Magee

Deputy Town Manager/Finance Director

Town of Arlington, MA

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 781-316-3016

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